South Carolina Enterprise Information System

User Group Meeting
Friday, February 28, 2014

SC Budget and Control Board

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South Carolina Enterprise Information System

Welcome

John Taylor, SCEIS User Support Team Director

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South Carolina Enterprise Information System

General: SCEIS News

John Taylor, SCEIS User Support Team Director

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SCEIS Current Project Schedule

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Current Project Schedule

Project	Status	Estimated Completion Date
Implement SCEIS in Legislative Agencies (contributing to retirement of STARS): Legislative Printing and IT, Legislative Audit Council, Education Oversight Committee and Senate	Complete	June 2013
Retire STARS - Spending Transparency	Complete	May 2013
Retire STARS - 1099s	Complete	January 2014
Business Warehouse 7.3 Upgrade	Complete	June 2013
Portal Upgrade	Complete	June 2013
SRM 7.2	Post-Implementation Support	March 2014
PBF – Public Budget Formulation	Operational Budget – Complete	October 2013
Implement SCEIS in remaining Legislative Agencies (contributing to retirement of STARS): Code of Laws and Legislative Council and House of Representatives	Complete	September 2013

Current Project Schedule

Project	Status	Estimated Completion Date
Year-End	In Progress	August 2014
Support Packs	In Progress	May 2014
Department of Administration • **Phase I** • **Phase II**	 Not Started TBD	 June 2014 July 2015
Use Tax	In Progress • Working with DOR on Requirements Gathering	June 2014
Lump Sum • **Activity (Transactional Draws & Journal Entries)** • **Annual Operating Expenditures**	 In Progress In Progress	 July 2014 September 2014
Capital Projects • **Lump Sum** • **PBF Data Extraction** • **STO**	In Progress	September 2014
Debt Management System	In Progress (POC)	TBD
Capital Leases	In Progress	May 2014
Retirement of HRIS	Kick-off March 2014	TBD

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New Reports in Business Objects

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New Reports – Grants

- Grant Budget Report
- Grant Budget vs Commitments/Actuals
- Grant Cash by Fund
- Grant Periodic Commitments Report
- Grant Periodic Expenditures and Commitments
- Grant Periodic Expenditure Report
- Grant Periodic Revenue vs Expenditure Report
- Grant Summary – Revenue, Expenditures & Budget
- Schedule of Expenditures of Federal Awards (SEFA)

New Reports – Finance

- Asset History Report
- Depreciation Posted
- FM Document List
- FM Revenue Report
- FM_GL Financial Statement Summary Report
- Gross vs. Collected Revenue
- Payment Register

New Reports – Finance

- Sales & Use Tax Report
- Sales & Use Tax Payable Detail G/L Trn Rpt
- Travel Report for Employees
- Expenditures by Fiscal Month
- FI Vendor Actuals
- FM Budget vs Actual
- Statement of Changes in Fund Balance
- Summary of Expenditures with Previous and Current Year Comparison

New Reports – Human Resources

- Vacancy Report by Date
- FTE Total by State, Federal & Other
- Flexible Position Totals by Employee Group
- Vacancy Position Report
- Length of State Service by Gender
- Employee Demographics and Position Information
- Employee Address and Communication Report
- TERI and Retiree Listing

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1018 Position Funding Report

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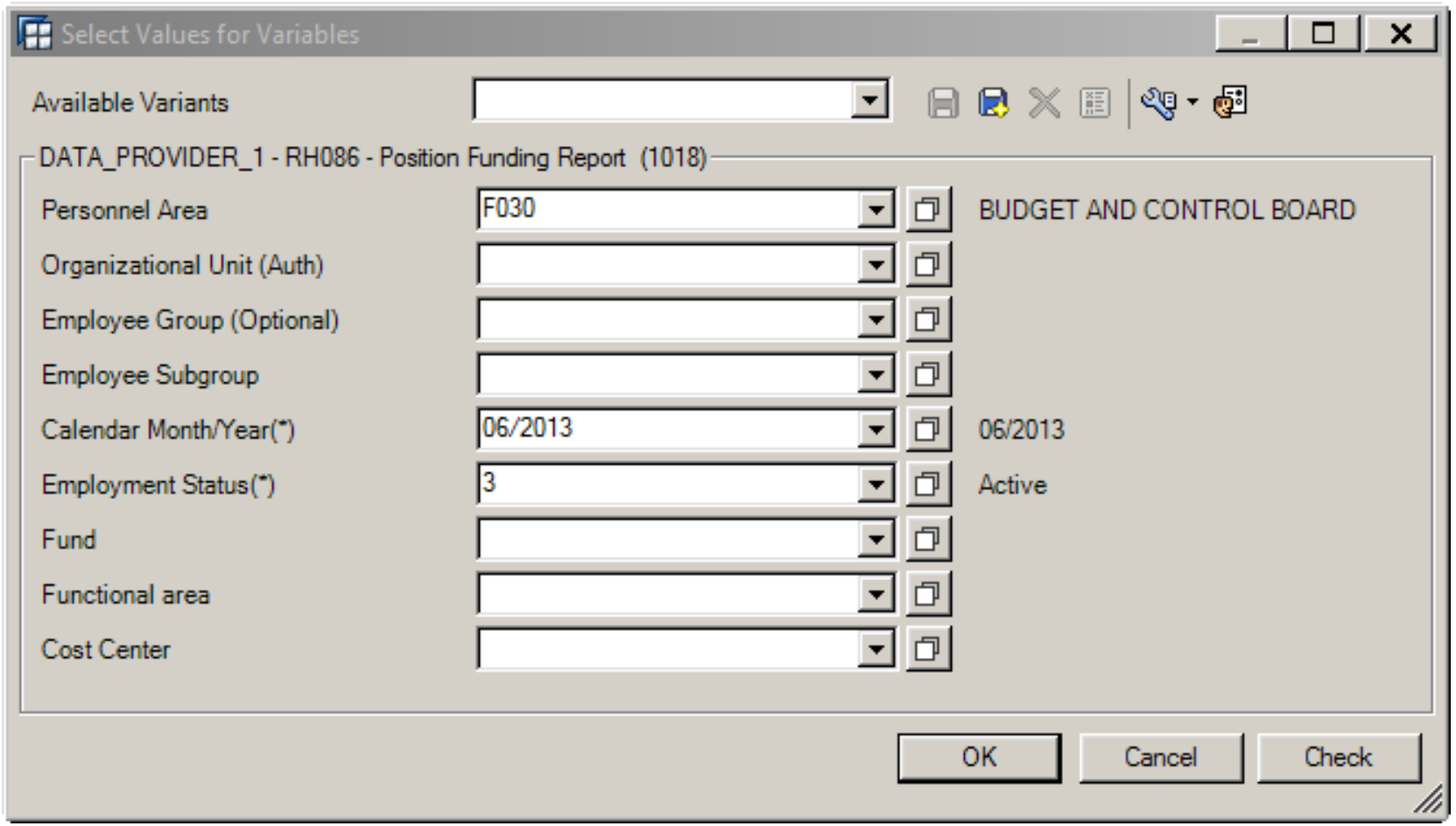
1018 Position Funding Report - Prompt Screen



RH086 - Position Funding Report (1018)

Employee	Name (Sortable)	Emp Group		Commitment item	Status	Org Unit	
1000XXXX	MIDDLETON, KATE	1	CLASSIFIED FTE	501058	Active	2000XXXX	IT PLNG CUST RELATS
1000XXXX	SMITH, PETER	2	UNCLASSIFIED FTE	501060	Active	2000XXXX	ADMINISTRATION/FINANCE
1000XXXX	CHARLES, MARTY	1	CLASSIFIED FTE	501058	Active	2000XXXX	STATE ENERGY-C
1000XXXX	LOU, LUCY	1	CLASSIFIED FTE	501058	Active	2000XXXX	CUSTOMER SERVICE
1000XXXX	JOBS, STEVE	1	CLASSIFIED FTE	501058	Active	2000XXXX	OSB-ANALYSIS & RPTS

Job	Job Class Code	Job Class Title	Position		Pay Grade	Cost Center	Valid From
30000661	UA33	INFORMATION TECHNOLOGY MGR I	600XXXXX	AJ10	BAND 07	F030AER100	12/31/9999
30000747	UZ01	HUMAN RESOURCE MANAGER I	600XXXXX	UA05	F03J	F030D00000	12/31/9999
30000306	AJ10	PUBLIC INFORMATION COORDINATOR	600XXXXX	BC20	BAND 05	F030AB0000	12/31/9999
30000322	AJ46	SENIOR INFORMATION RESO CONLT	600XXXXX	AJ46	BAND 07	F030AER100	12/31/9999
30000291	AH40	PROGRAM COORDINATOR II	600XXXXX	AH40	BAND 06	F030AB0000	12/31/9999

Valid To	Fund	Funct area	Grant	Agy Funded Pgm	State Funded Pgm	Percentage	Annual Salary (Attribute)
12/31/9999	30350001	F030_RE00	NOT RELEVANT	F030REA100_RE00	3000.050100.000	100.000	10,000.00
12/31/9999	10010000	F030_AB01	NOT RELEVANT	F030BB0000_AB01	0700.010000.000	100.000	20,000.00
12/31/9999	47440000	F030_GB00	NOT RELEVANT	F030GB0000_GB00	2600.150100.000	4.000	30,000.00
	50550000	F030_QA01	F0301QA00113	F030Q00001_QA01	2600.150100.000	48.000	40,000.00
	52S80000	F030_QA00	F0301QA00810	F030Q00001_QA00	2600.150100.000	48.000	50,000.00
12/31/9999	30350001	F030_RE00	NOT RELEVANT	F030REA100_RE00	3000.050100.000	100.000	60,000.00
12/31/9999	10010000	F030_RE00	NOT RELEVANT	F030REA100_RE00	0700.010000.000	100.000	70,000.00

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Year-End Information

Bruce Burnett, SCEIS Finance Team Lead

Wanda Dixon, SCEIS MM Team Lead

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Year-End Carry Forward

- Purchase Orders (POs) created in SRM can be carried forward from FY14 to FY15
- POs created and currently in ECC will have to be created in SRM and cannot be carried forward.
- Non-Inventory and Inventory POs can be closed out in SRM
  - SRM 7.2 “No Further Confirmation/No Further Invoice”

Year-End Carry Forward

- Future Posting Function - In Testing Phase
- Preliminary Process Overview:
  - Future date is entered as the FM posting date of a purchase order.
  - POs are parked and then automatically or manually released to FM on the specified date using the future date report.
  - Authorized users can run the future date posting report manually or automatically, by scheduling a batch job with an appropriate variant.
  - SCEIS checks budget availability before releasing documents to the FM.

South Carolina Enterprise Information System

Asset Recon Year-End 2014

Bruce Burnett, SCEIS Finance Team Lead

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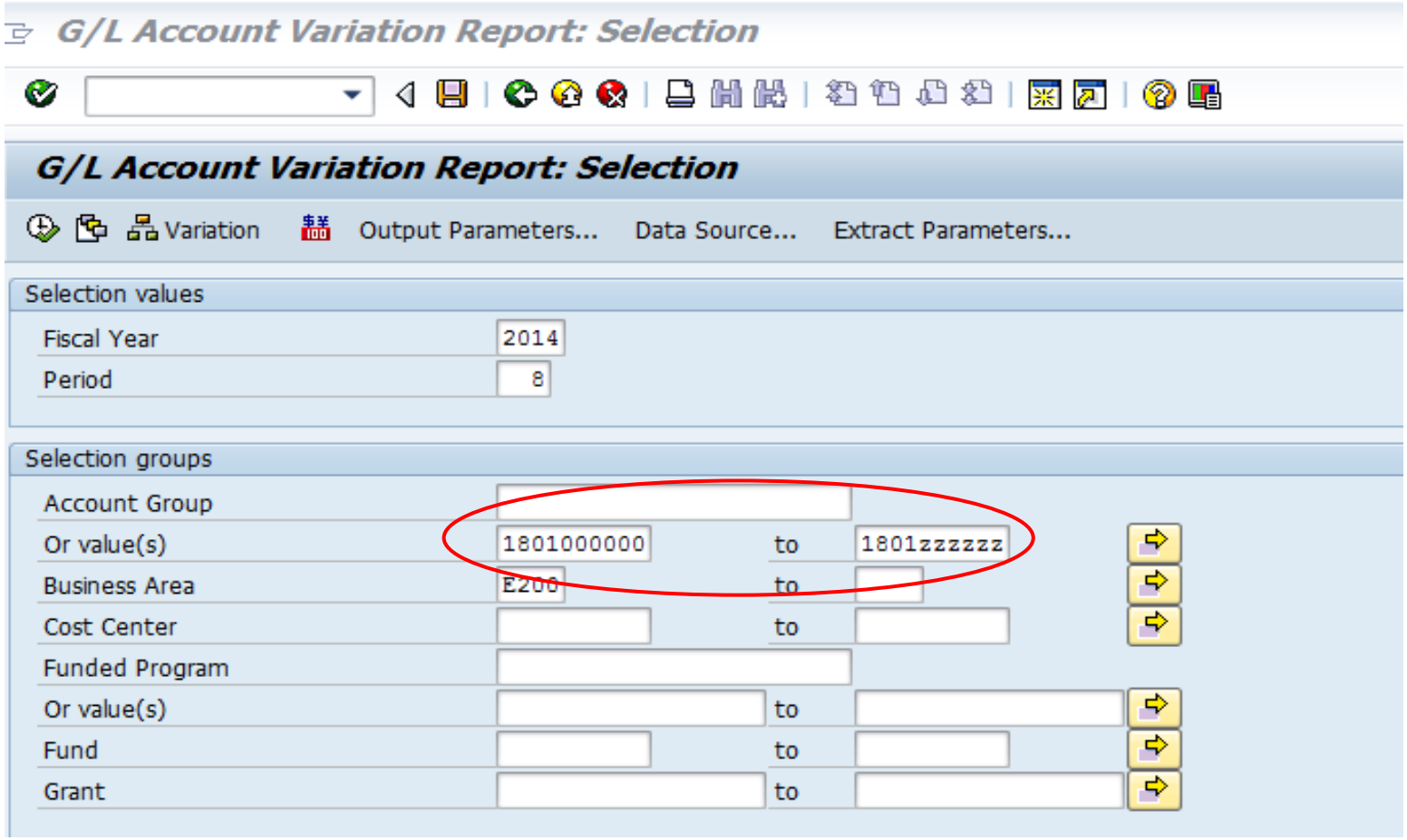
Asset Recon

- Compare Modified Accrual Asset Balances to Full Accrual Asset Balances Using ZGLA

- Compare Modified Accrual Asset Balances to Full Accrual Asset Balances Using S_ALR_87012013, Depreciation Comparison Report

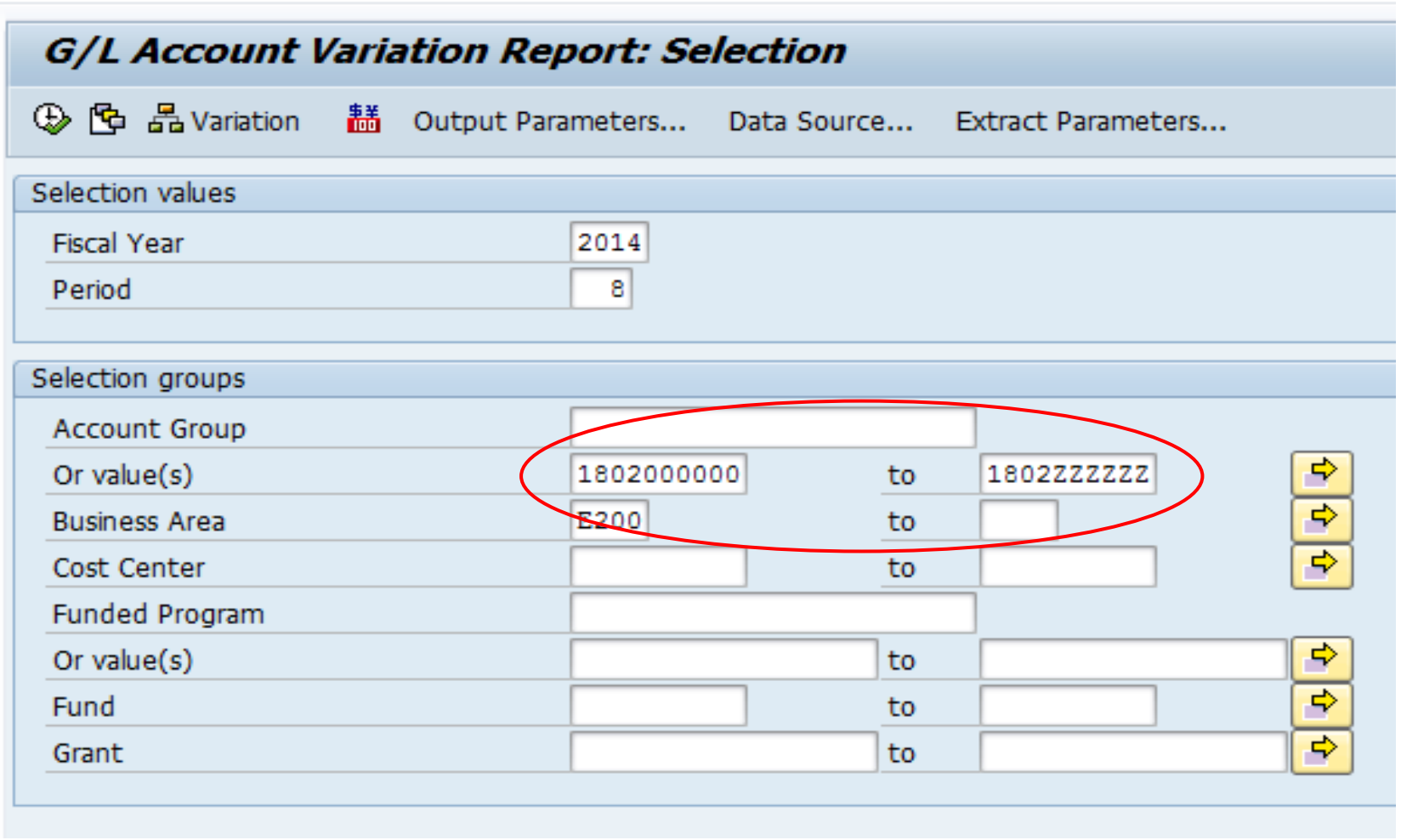
ZGLA 1801*


G/L Account Variation Report: Selection
G/L Account Variation Report: Selection
Variation
Output Parameters...
Data Source...
Extract Parameters...
Selection values
Fiscal Year
2014
Period
8
Selection groups
Account Group
Or value(s)
1801000000
to
1801zzzzzz
Business Area
E200
to
Cost Center
to
Funded Program
Or value(s)
to
Fund
to
Grant
to

ZGLA 1801*

GL Account		YTD Beg Bal	MTD Activity	YTD End Bal
1801014000	OFFICE EQUIPMENT - (MA)	73,980.52		73,980.52
1801015000	PHOTOCOPY & FAX EQUIPMENT - (MA)	139,924.70		139,924.70
1801016000	DATA PROCESSING EQUIPMENT - (MA)	1,380,472.66		1,380,472.66
1801017000	PRINTING EQUIPMENT - (MA)	390,470.70		390,470.70
1801021000	PHOTOGRAPHIC / AV EQUIPMENT - (MA)	9,197.00		9,197.00
1801022000	TV / RADIO EQUIPMENT - (MA)	6,387.95		6,387.95
1801025000	OTHER EQUIPMENT - (MA)	313,133.09		313,133.09
1801035000	INTAN AETS NONDEP-MA	91,176.51		91,176.51
1801036000	INTANGIBLE ASSETS DEPRECIABLE - (MA)	458,600.75		458,600.75
1801037000	OFFICE FURNITURE - (MA)	71,805.11		71,805.11
1801099000	LOW VALUE ASSETS - (MA)	759,510.69		759,510.69
* Total		3,694,659.68		3,694,659.68

ZGLA 1802*


G/L Account Variation Report: Selection
Variation
Output Parameters...
Data Source...
Extract Parameters...
Selection values
Fiscal Year
2014
Period
8
Selection groups
Account Group
Or value(s)
1802000000
to
1802ZZZZZZ
Business Area
E200
to
Cost Center
to
Funded Program
Or value(s)
to
Fund
to
Grant
to

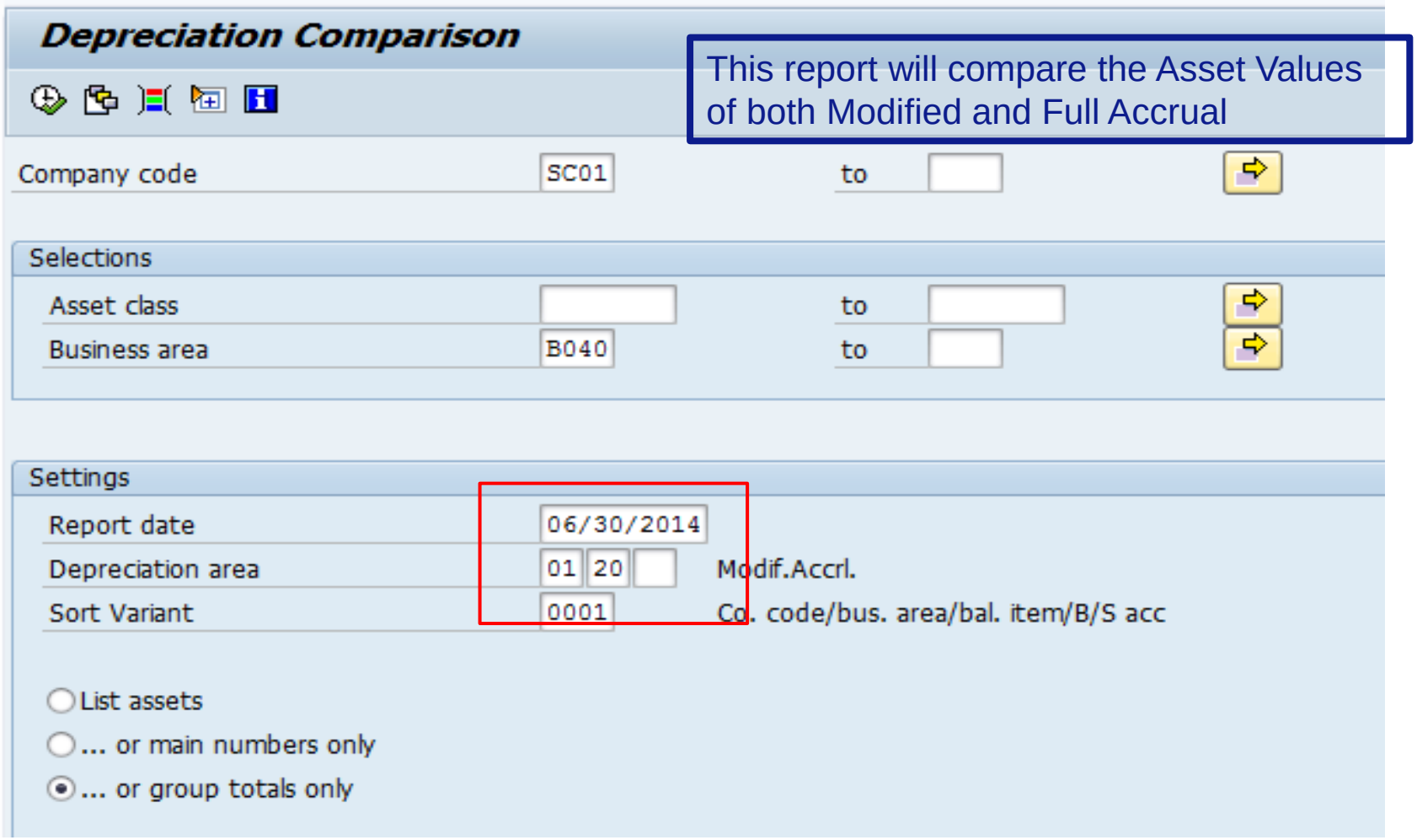
ZGLA 1802*

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1802014000 OFFICE EQUIPMENT - (FA)	73,980.52		73,980.52
1802014010 OFFICE EQUIPMENT - CONTRA - (FA)	73,980.52-		73,980.52-
1802015000 PHOTOCOPY & FAX EQUIPMENT - (FA)	139,924.70		139,924.70
1802015010 PHOTO&FAX EQ-CON-FA	139,924.70-		139,924.70-
1802016000 DATA PROCESSING EQUIPMENT - (FA)	1,380,472.66		1,380,472.66
1802016010 DP EQPMT-CONTRA-FA	1,383,869.08-		1,383,869.08-
1802017000 PRINTING EQUIPMENT - (FA)	390,470.70		390,470.70
1802017010 PRINTING EQUIPMENT - CONTRA - (FA)	390,470.70-		390,470.70-
1802021000 PHOTOGRAPHIC / AV EQUIPMENT - (FA)	9,197.00		9,197.00
1802021010 PHOTO/AV EQ-CONTR-FA	9,197.00-		9,197.00-
1802022000 TV / RADIO EQUIPMENT - (FA)	6,387.95		6,387.95

Modified to Full Comparison

- Ensure that the value in the 1801* GL equals the value in the corresponding 1802* GL, in our exp. 1801014000 = 180214000. If they don't equal, we have a problem.
- If you have contra accounts (10 in the last 2 characters of the 1801) in the 1801 range, exp. 1801014010, we have a problem.
- If we have a problem, submit a Help Desk ticket.

S_ALR_87012013



S_ALR_87012013

Depreciation Comparison - 01 Modif.Accrl. - 20 Full Accrual

Report date: 06/30/2014 - Created on: 02/27/2014

C...			B...	Bal.sh.acct APC	Σ	Acquis.val.	Σ	Acquis.val.	Σ
S...	01	20	B040	1801009000		300,000.00		300,000.00	
				1801009000		**300,000.00**		**300,000.00**	
	01	20		1801014000		36,042.49		36,042.49	
				1801014000		**36,042.49**		**36,042.49**	
	01	20		1801015000		103,734.97		103,734.97	
				1801015000		**103,734.97**		**103,734.97**	
	01	20		1801016000		5,848,019.31		5,848,019.31	
				1801016000		**5,848,019.31**		**5,848,019.31**	
	01	20		1801020000		30,660.00		30,660.00	
				1801020000		**30,660.00**		**30,660.00**	
	01	20		1801021000		11,370.79		11,370.79	
				1801021000		**11,370.79**		**11,370.79**	
	01	20		1801025000		90,385.48		90,385.48	
				1801025000		**90,385.48**		**90,385.48**	
	01	20		1801031000		27,858.28		27,858.28	
				1801031000		**27,858.28**		**27,858.28**	
	01	20		1801034000		7,500.00		7,500.00	
				1801034000		**7,500.00**		**7,500.00**	
	01	20		1801036000		2,000,000.00		2,000,000.00	
				1801036000		**2,000,000.00**		**2,000,000.00**	
	01	20		1801037000		51,545.54		51,545.54	
				1801037000		**51,545.54**		**51,545.54**	
	01	20		1801099000		5,776,843.80		5,776,843.80	
				1801099000		**5,776,843.80**		**5,776,843.80**	
Balance sheet item 8000000 A...						**14,283,960.66**		**14,283,960.66**	
SC01			B...			**14,283,960.66**		**14,283,960.66**	
S						**14,283,960.66**		**14,283,960.66**	

S_ALR_87012013

- This report provides a comparison of the asset values by Asset Class for Modified Accrual and Full Accrual.

Year-End Reporting

- All agencies should review their 2013 Fixed Asset Closing Package submission and compare that submission to the beginning Fixed Asset balances on the Asset History Report, S_ALR_87011990. If there are any differences, you should determine why those differences exist and submit a Help Desk ticket to make necessary corrections.

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Update: SRM 7.2 Upgrade

Wanda Dixon, SCEIS MM Team Lead

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SRM Topics

- SRM System Updates and Resolutions
- Demonstration
  - No Further Confirmation/No Further Invoice
- Tips and Reminders

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SRM Updates and Resolutions

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SRM Updates and Resolutions

- Internet Explorer Versions 8, 9, 10
  - **Status: Resolved**
  - **Date of Resolution:** December 30, 2013
  - Users that continue to have browser issues after December 30 may need to involve their agency's Information Technology staff to assist.
- Internet Explorer Version 11
  - Plans for Version 11 testing are underway

SRM Updates and Resolutions – Shopping Carts

- Part 2 - Shopping Carts Created from a Purchase Requisition Going to Wrong Purchasing Group (Prior to Automated Program)
  - **Status: Resolved**
  - **Date of Resolution:** February 26, 2014

  - SCEIS manually redistributed shopping carts from a purchase requisition that were erroneously sent to another purchasing group prior to the automated resolution being implemented.

SRM Updates and Resolutions – Shopping Carts

- Deleted Shopping Cart when in “Ordered” Status
  - **Status:** In Process
  - **Target Date of Resolution:** A target date will be determined once analysis is complete.
  - When a user clicks “Order” and then deletes the shopping cart, the shopping cart is removed from their work list but remains in the approver’s work list. The approver is unable to remove the shopping cart from their inbox. This is a sporadic happening.

SRM Updates and Resolutions – Shopping Carts

- Shopping Cart Email Notification Issues
  - **Status:** In Process
  - **Target Date of Resolution:** A target date will be determined once analysis is complete.

  - Non-approvers are receiving approval notifications. Approvers are not always receiving notifications or are receiving double notifications. This is a sporadic happening.

SRM Updates and Resolutions – Purchase Requisition

- Error “Procurement Profile PR cannot be changed”
  - **Status:** In Process
  - **Target Date of Resolution:** March 14, 2014

  - Error when attempting to change quantity in purchase requisition for inventory. This applies to requisitions created before go-live and after go-live.

SRM Updates and Resolutions – Purchase Orders

- Purchase Order Vendor Text
  - **Status:** Resolved
  - **Date of Resolution:** February 8, 2014
  - Users should no longer see the # sign in Vendor Text.

The SCEIS Team will continue to make improvements to the Purchase Order form.

SRM Updates and Resolutions – Purchase Orders

- No Validity Date on Operating Lease, ZOPE, Transaction Type
  - **Status:** Resolved
  - **Date of Resolution:** February 21, 2014

  The fields to enter the beginning date and the ending date of an operating lease are now visible on the screen.

SRM Updates and Resolutions – Purchase Orders

- Inability to Add Purchase Order Conditions on Line Item
  - **Status:** Resolved
  - **Date of Resolution:** February 28, 2014

The SCEIS system now allows entry of a condition such as a trade-in or a freight cost on each line item.

SRM Updates and Resolutions – Purchase Orders

- Unable to Add Invoicing Party in Purchase Order
  - **Status:** In Process
  - **Target Date of Resolution:** March 7, 2014

Users can add Invoicing Party to PO at Header level in SRM. The invoicing party is not updating the PO in ECC. This resolution will update the PO in ECC.

SRM Updates and Resolutions – Purchase Orders

- SRM Delivery Address
  - **Status:** Resolved
    Date of Resolution for Printed Form: December 13, 2013
    Date of Resolution for Display on Screen: February 20, 2014
  - The current screen display of “Ship-To Address, 94, SCEIS Room” is a standard SAP display. The instructions that follow provide steps on verifying the ship-to (delivery) address and changing a ship-to address, if needed.
  - Verify and Change Delivery Address on a Purchase Order

SRM Updates and Resolutions – Purchase Orders

- Options to Header Freight on Purchase Order
  - **Status:** Resolved
  - **Date of Resolution:** November 22, 2014
  - For alternatives to using line item conditions, reference the help document “Options to Header Freight on Purchase Order” published in the November 22, 2013, SCEIS Communication.
  - Using “Unplanned Freight” in AP is also an option based on agency policy. A help document will be sent through SCEIS Communication in the near future.

Options to Header Freight on Purchase Order - Unplanned Freight Cost

SRM Updates and Resolutions – Purchase Orders

- Edit Button on Purchase Order Disappears
  - **Status:** In Process
  - **Target Date of Resolution:** A target date will be determined once analysis is complete.
  - User receives “Error in Process” message and is unable to print purchase order. The SCEIS MM Team will restore the Edit button until the issue is resolved.

SRM Updates and Resolutions – RFx

- Inability to Add Attachments
  - **Status:** Resolved
  - **Date of Resolution**: February 7, 2014

- Inability to Create Contracts with Conditions Only (such as %) and No Price
  - **Status:** Resolved
  - **Date of Resolution:** February 7, 2014

SRM Updates and Resolutions – RFx

- Inability to Add Items to Bid
  - **Status:** In Process
  - **Target Date of Resolution:** March 31, 2014
- Inability to Copy and Paste Items to RFx
  - **Status:** In Process
  - **Target Date of Resolution:** March 31, 2014

SRM Updates and Resolutions – Contracts

- Error “Contract has exceeded target value”
  - **Status:** Resolved
  - **Date of Resolution:** January 23, 2014
  - Before the resolution, the system looked at target value at each line item and header. The system now looks at target value at the header.

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SRM – Demonstration: Manage No Further Confirmation & No Further Invoice

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Learning Objectives

Upon completion of this demonstration, you should understand how to manage No Further Confirmation and No Further Invoice. You will be able to:

- Manage No Further Confirmation & No Further Invoice
- Use ME23N to verify that the transaction produced the desired result (locked line item and unencumber funds)
- Determine if a line or lines in a PO have been marked No Further Confirmation or No Further Invoice

Manage No Further Confirmation No Further Invoice

No Further Confirmation:

Blocks the PO from receiving additional confirmations (Goods Receipts) and invoices. This function **DOES NOT** unencumber funds.

No Further Invoice:

Blocks the PO from receiving additional confirmations (Goods Receipts) and invoices. This function **DOES** unencumber funds.

Manage No Further Confirmation No Further Invoice

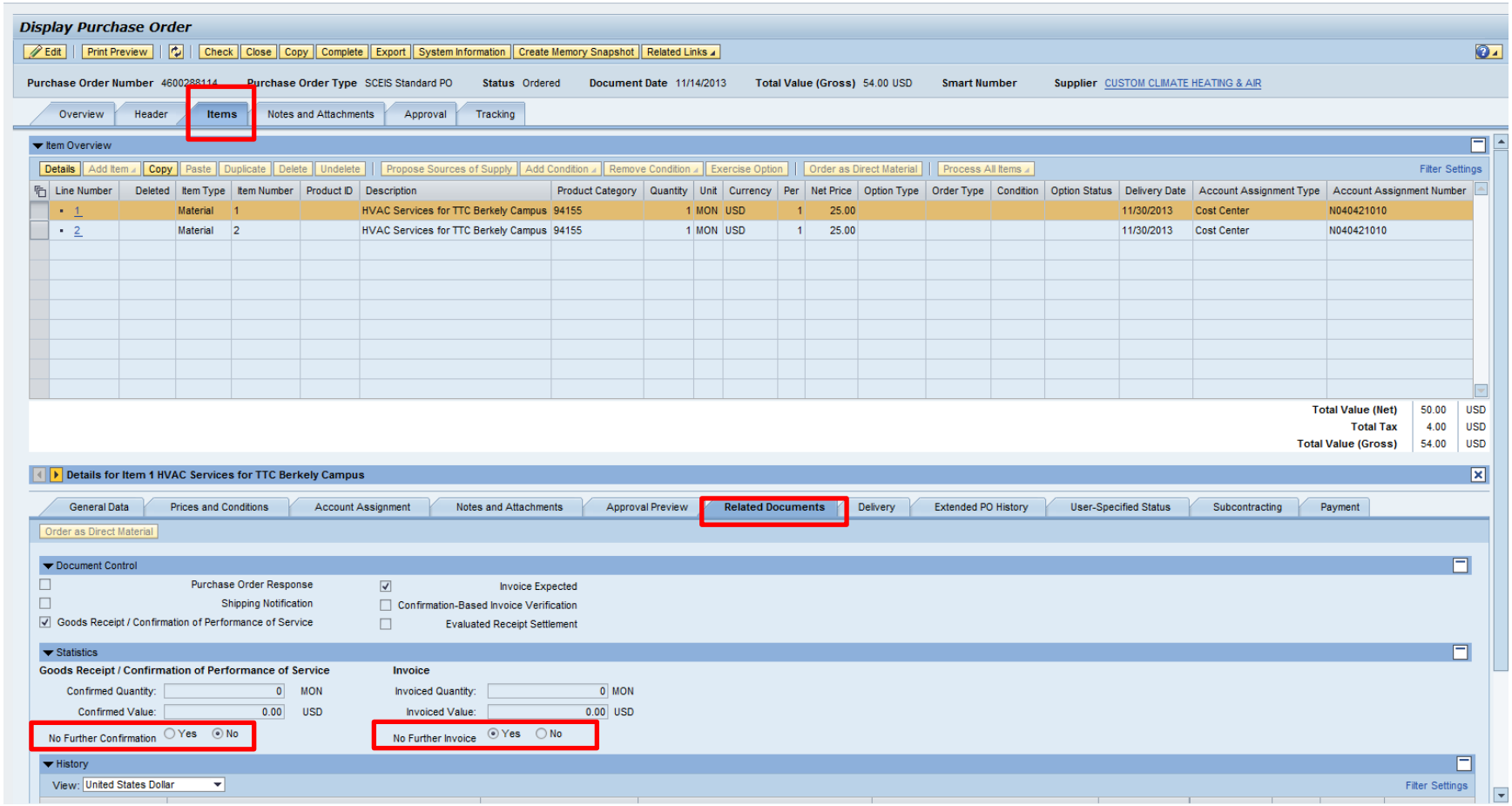
The **No** radio button is the default for both No Further Confirmation and No Further Invoice. This means that the transactions are not active.

To activate either No Further Confirmation or No Further Invoice, click the **Yes** radio button.

There will be a yellow message to indicate that the PO has an item or items that have been marked Further Confirmation or No Further Invoice:

Manage No Further Confirmation No Further Invoice

Transaction can be found by clicking the Items tab then clicking the Related Documents tab.



Verify No Further Confirmation

- No Further Confirmation

  To verify that the line has been marked No Further Confirmation use the ME23N folder.

The Function will:

- Produce a lock on the line item which is visible in the ME23N view
- Set the Delivery Compl indicator in the line item
- Prevent Confirmations & Invoices

Verify No Further Invoice

- No Further Invoice
  - To verify that the line has been marked No Further Invoice and PO Encumbrance has been released use the ME23N folder.

The Function will:

- Produce a lock on the line item which is visible in the ME23N view
- Set the Final Invoice Indicator
- Reduce Funds
- Prevent Confirmations & Invoices

How to No Further Invoice a Line

1. Display the PO
2. Click Edit button
3. Click the Details button for the line item
4. Click the Related Documents tab
5. Select the Yes radio button for No Further Invoice
6. Click Order (remember to refresh until the PO status shows Ordered)
7. Close the PO
8. Click the ME23N folder
9. Enter your PO # in the Other Purchase Order field
10. Verify that the PO has a lock on the required line item

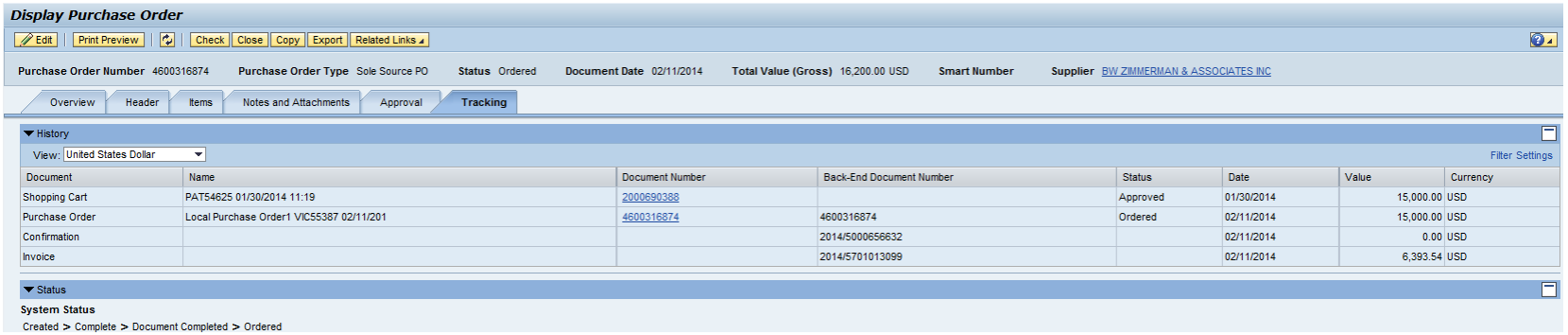
No Further Invoice

Total amount of PO = $16,200.00

Invoice Amount = $6,393.54

Follow-on Adjustment = $511.48

Funds Encumbered = $9,294.98



Display Purchase Order

Edit | Print Preview | Check | Close | Copy | Export | Related Links

Purchase Order Number 4600316874 **Purchase Order Type** Sole Source PO **Status** Ordered **Document Date** 02/11/2014 **Total Value (Gross)** 16,200.00 USD **Smart Number** **Supplier** BW ZIMMERMAN & ASSOCIATES INC

Overview | Header | Items | Notes and Attachments | Approval | **Tracking**

History

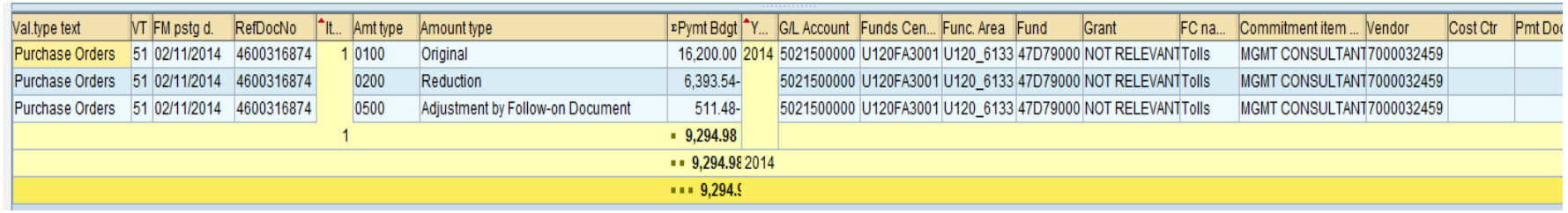
View: United States Dollar — Filter Settings

Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Shopping Cart	PAT54625 01/30/2014 11:19	2000690388		Approved	01/30/2014	15,000.00	USD
Purchase Order	Local Purchase Order1 VIC55387 02/11/201	4600316874	4600316874	Ordered	02/11/2014	15,000.00	USD
Confirmation			2014/5000656632		02/11/2014	0.00	USD
Invoice			2014/5701013099		02/11/2014	6,393.54	USD

Status

System Status

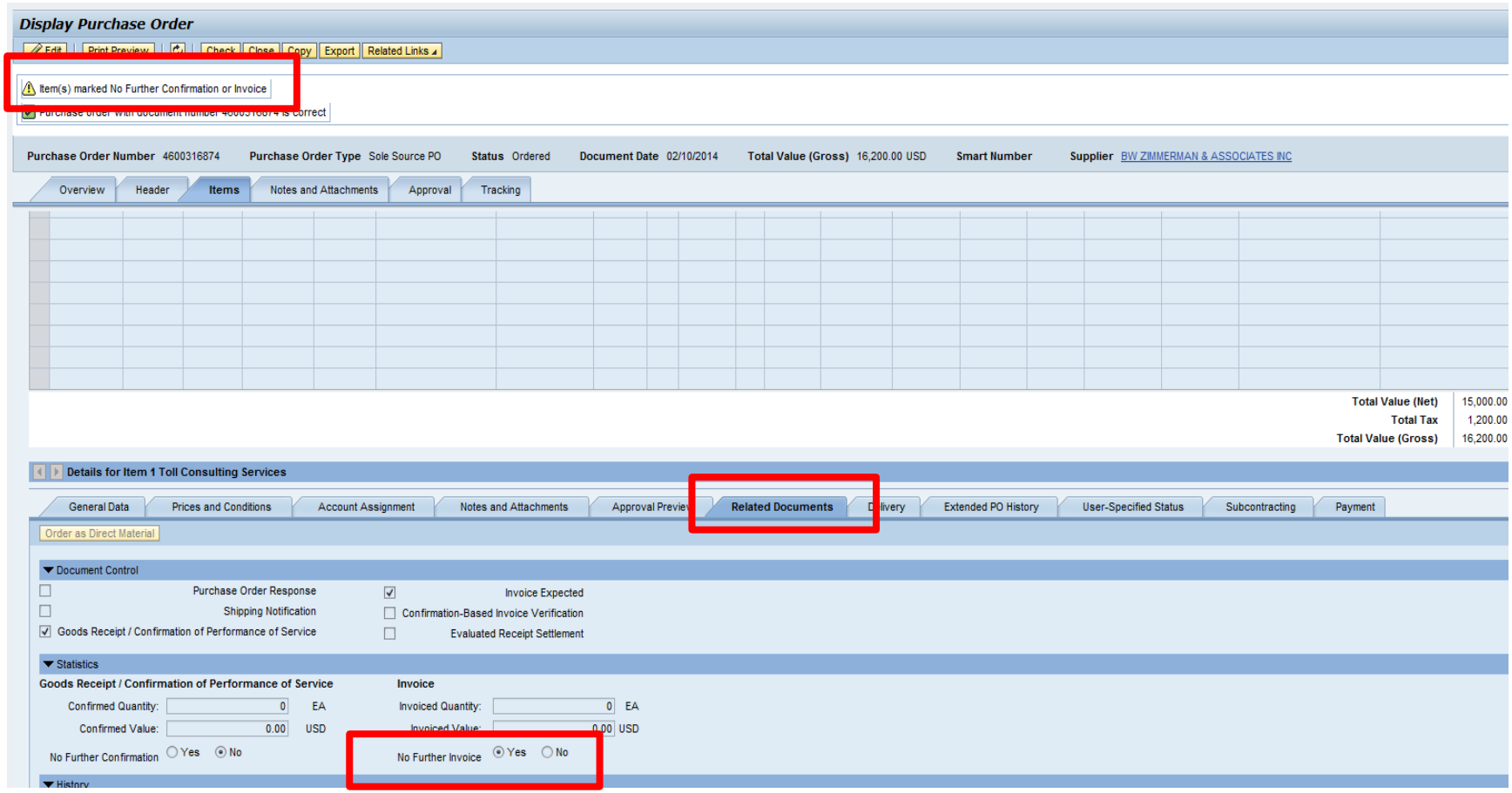
Created > Complete > Document Completed > Ordered



Val.type text	VT	FM pstg d.	RefDocNo	It...	Amt type	Amount type	Pymt Bdgt	Y...	G/L Account	Funds Cen...	Func. Area	Fund	Grant	FC na...	Commitment item ...	Vendor	Cost Ctr	Pmt Doc
Purchase Orders	51	02/11/2014	4600316874	1	0100	Original	16,200.00	2014	5021500000	U120FA3001	U120_6133	47D79000	NOT RELEVANT	Tolls	MGMT CONSULTANT	7000032459		
Purchase Orders	51	02/11/2014	4600316874		0200	Reduction	6,393.54-		5021500000	U120FA3001	U120_6133	47D79000	NOT RELEVANT	Tolls	MGMT CONSULTANT	7000032459		
Purchase Orders	51	02/11/2014	4600316874		0500	Adjustment by Follow-on Document	511.48-		5021500000	U120FA3001	U120_6133	47D79000	NOT RELEVANT	Tolls	MGMT CONSULTANT	7000032459		
				1			9,294.98											
							9,294.98	2014										
							9,294.9											

No Further Invoice

System will display a warning message: Item(s) marked No Further Confirmation or Invoice

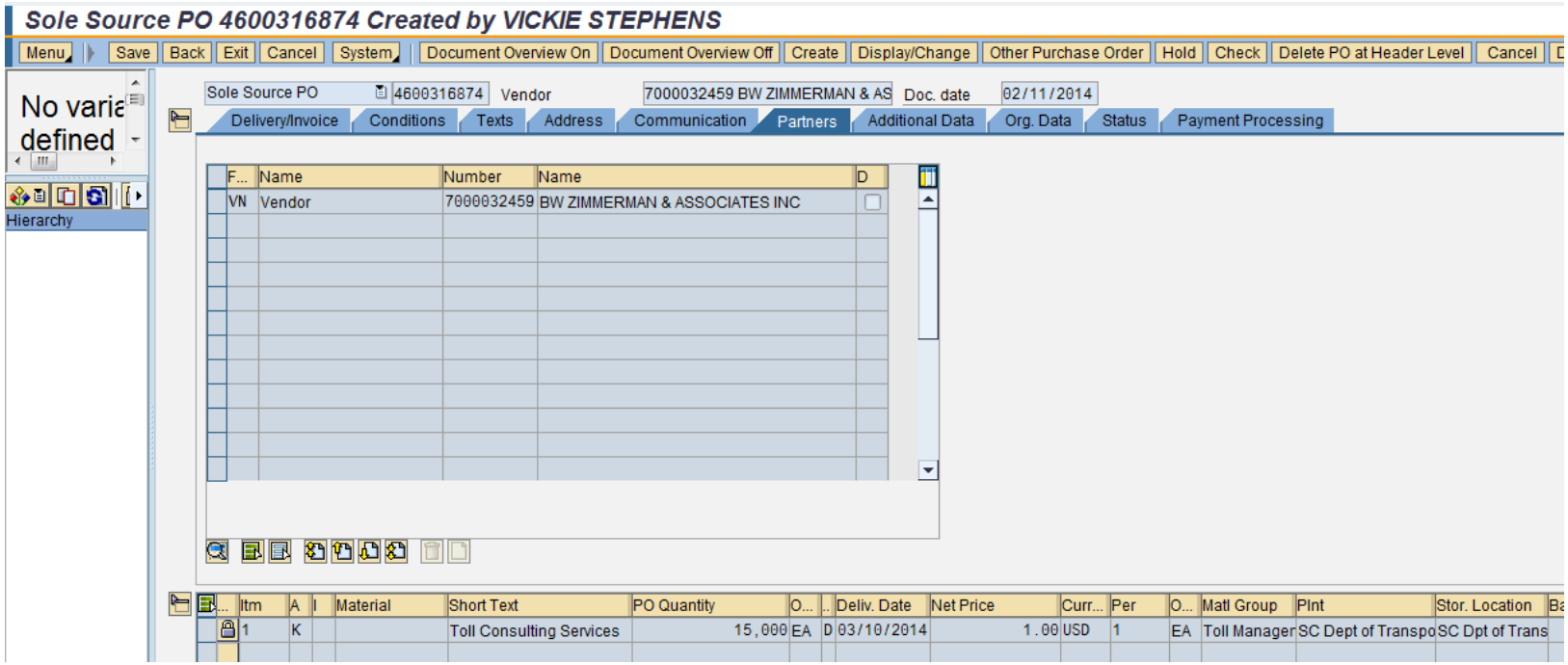


How to Verify Funds Encumbrance

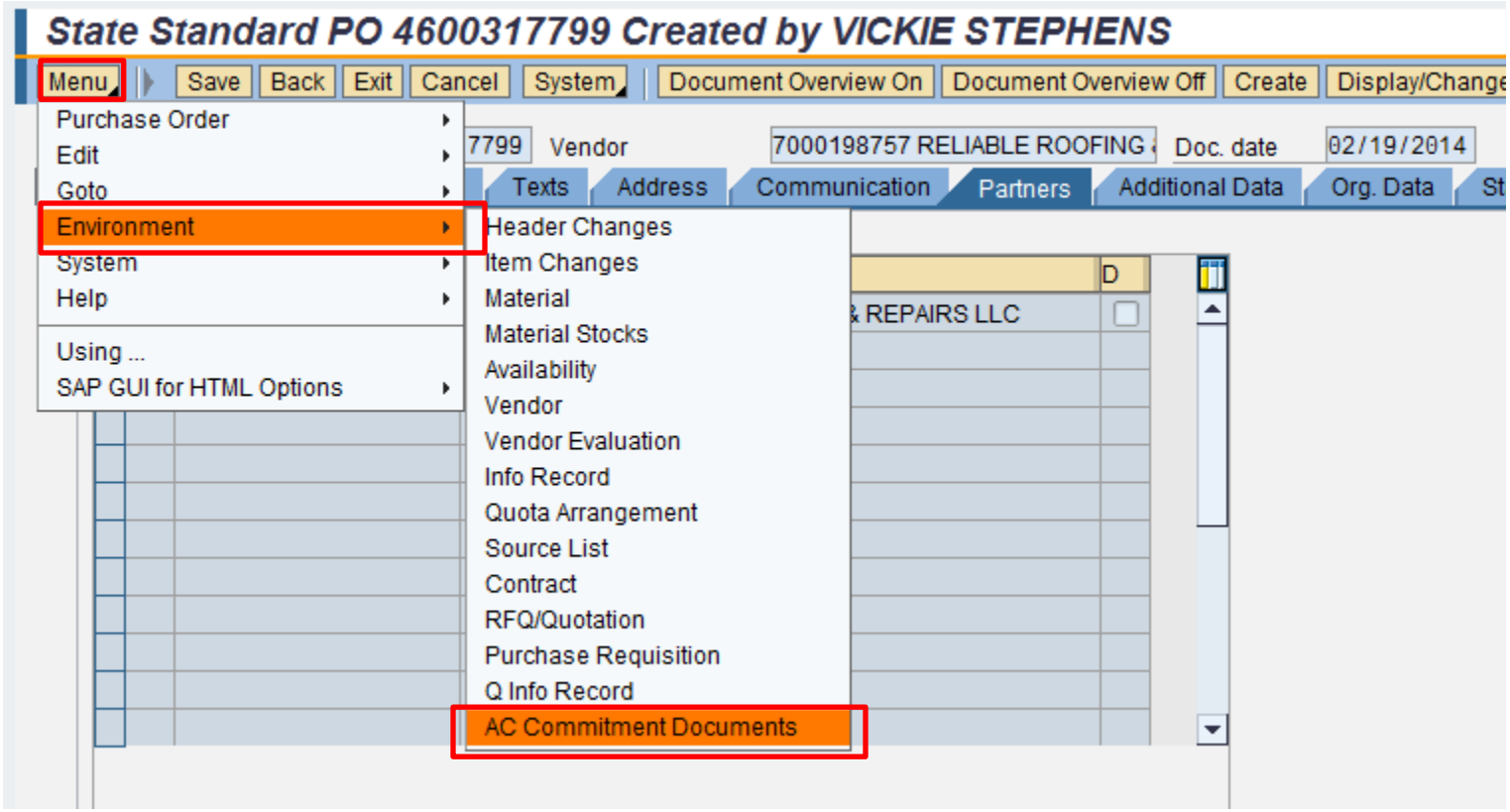
1. Go to the ME23N folder
2. Click on the Menu item
3. Click on Environment item
4. In the sub-menu select AC Commitment Documents item
5. Double Click on Funds Management item
6. View the Document Journal (PO Encumbrance should show $0.00)

How to Verify Funds PO Encumbrance

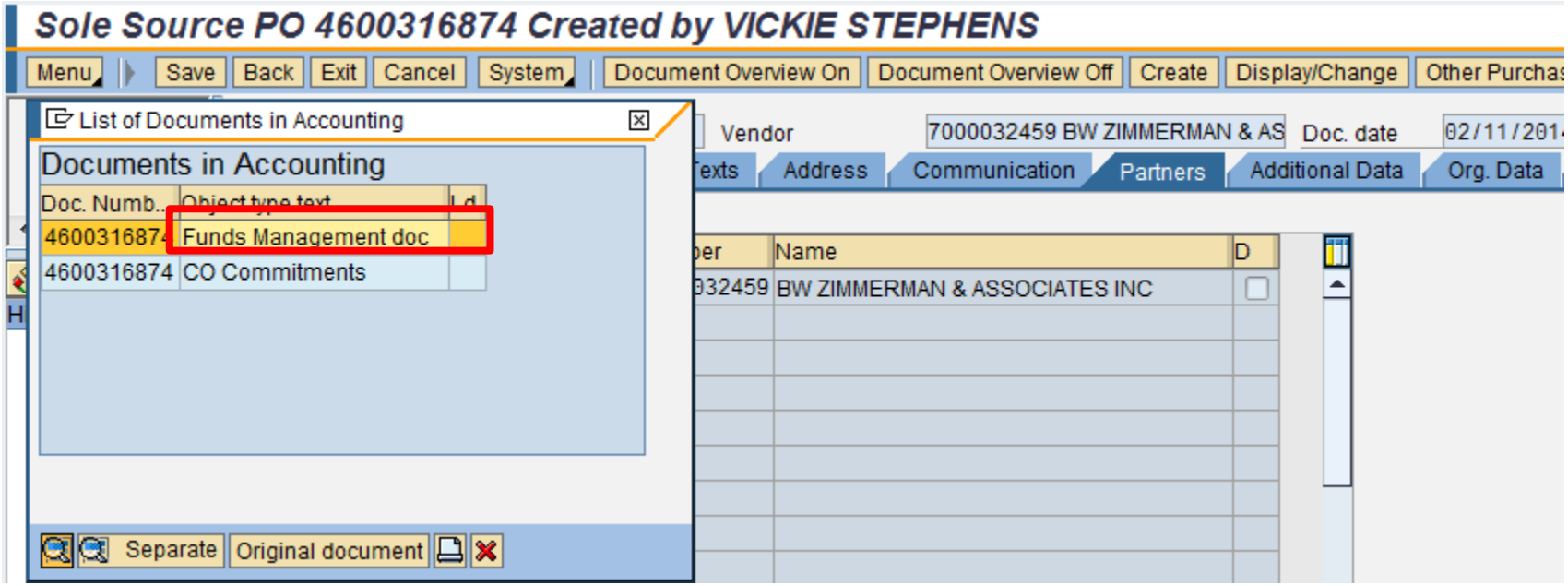
SRM Folder ME23N Portal View of Purchase Order



How to Verify Funds Encumbrance

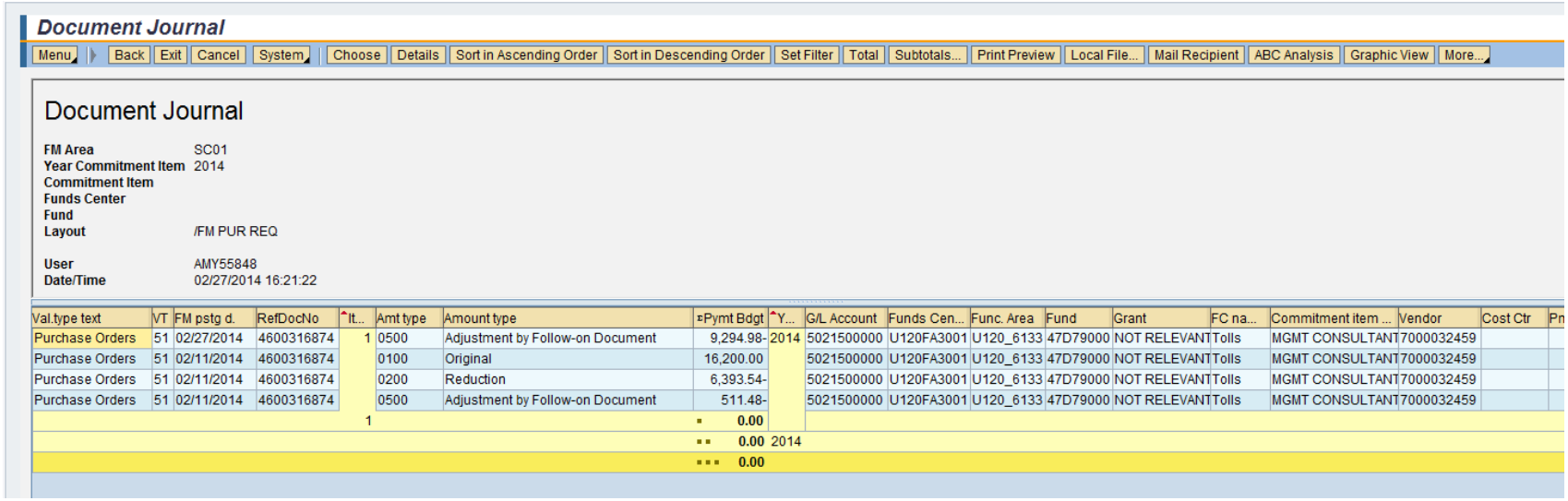


How to Verify Funds Encumbrance



How to Verify Funds Encumbrance

PO Encumbrance = $0.00



Document Journal

Menu | Back | Exit | Cancel | System | Choose | Details | Sort in Ascending Order | Sort in Descending Order | Set Filter | Total | Subtotals... | Print Preview | Local File... | Mail Recipient | ABC Analysis | Graphic View | More...

Document Journal

FM Area SC01
Year Commitment Item 2014
Commitment Item
Funds Center
Fund
Layout /FM PUR REQ

User AMY55848
Date/Time 02/27/2014 16:21:22

Val.type text	VT	FM pstg d.	RefDocNo	It...	Amt type	Amount type	Pymt Bdgt	Y...	G/L Account	Funds Cen...	Func. Area	Fund	Grant	FC na...	Commitment item ...	Vendor	Cost Ctr	Pn
Purchase Orders	51	02/27/2014	4600316874	1	0500	Adjustment by Follow-on Document	9,294.98-	2014	5021500000	U120FA3001	U120_6133	47D79000	NOT RELEVANT	Tolls	MGMT CONSULTANT	7000032459		
Purchase Orders	51	02/11/2014	4600316874		0100	Original	16,200.00		5021500000	U120FA3001	U120_6133	47D79000	NOT RELEVANT	Tolls	MGMT CONSULTANT	7000032459		
Purchase Orders	51	02/11/2014	4600316874		0200	Reduction	6,393.54-		5021500000	U120FA3001	U120_6133	47D79000	NOT RELEVANT	Tolls	MGMT CONSULTANT	7000032459		
Purchase Orders	51	02/11/2014	4600316874		0500	Adjustment by Follow-on Document	511.48-		5021500000	U120FA3001	U120_6133	47D79000	NOT RELEVANT	Tolls	MGMT CONSULTANT	7000032459		
				1			0.00											
							0.00	2014										
							0.00											

Summary

- We have demonstrated how to:
  - Manage No Further Confirmation & No Further Invoice
  - Use ME23N to verify that the transaction produced the desired result (locked line item)
  - Determine if a line or lines in a PO have been marked No Further Confirmation or No Further Invoice

South Carolina Enterprise Information System

SRM - Tips and Reminders

SC Budget and Control Board

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Tips and Reminders

- Accessing Purchase Orders in SRM
  - "Purchasing" Folder
    - Use to access purchasing functions in SRM. As of November 25, 2013, all purchase orders have to created in SRM
  - "ME23N" Folder
  - Use to access purchase orders created in ECC before COB November 8, 2013.
- Inventory Purchase Order Account Assignment
  - Use "Unknown" account assignment for inventory purchase orders since it's a revolving account. Otherwise, you will receive the message "PO does not exist" when they try to create a GR.

Tips and Reminders

- Shopping Carts MUST be created using the “ESS” folder
- Purchase Orders cannot be created from a Contract
- POs still in ECC do not have “hard stop” on Target Value of Contract
  - SRM POs pointed to for “Central Contract” field whereas POs in ECC point to “Outline Agreement” field

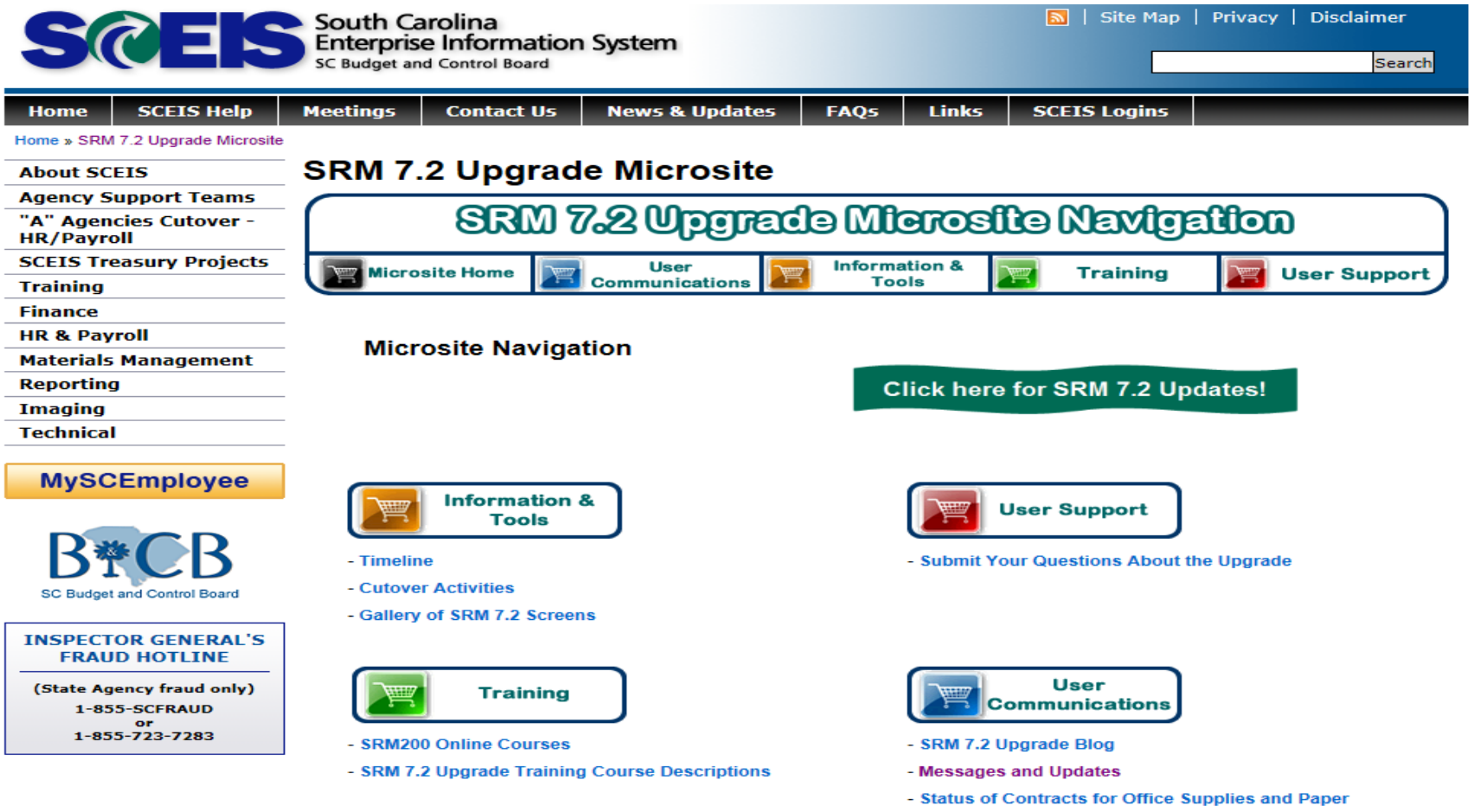
Upcoming Projects for MM until July 1, 2014

- Support on Current Upgrade Issues and Master Data
- Year End
  - Testing, Training Development, Training, Support
- Implementation of Support Packs
  - Testing
- DOA Phase I

u-Perform Documents

- New u-Performs published will be communicated

SRM 7.2 Upgrade Microsite



www.sceis.sc.gov

Next MM User Group Meeting

Friday, March 28, 9:00 a.m.
(For Materials Management Users)

Midlands Technical College Northeast Campus Auditorium

Next User Group Meeting

Friday, April 25, 9:00 a.m.
(For All Users)

Midlands Technical College Airport Campus
Academic Center Auditorium